



## **Maryland State Archives**

### **Hall of Records Commission Meeting Minutes**

**May 5, 2015, 12:00 noon**

**Electronic Classroom, Maryland State Archives**

### **Call to Order by Chair**

Chair Barbera called the meeting to order at 12:10 pm

#### **Attendees**

[http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000041/pdf/hrc\\_attendees\\_5may2015.pdf](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000041/pdf/hrc_attendees_5may2015.pdf)

### **Opening Remarks/Special Announcements**

*Ms. Pamela Harris, Maryland State Court Administrator*

*Mr. Mark B. Letzer, incoming President and CEO, Maryland Historical Society*

*Mr. Jeremy McCoy, Assistant Attorney General, Office of the Attorney General*

Chair Barbera recognized special guests in attendance and welcomed Ellen Robertson, representing Secretary Bassette of the Department of General Services. Mr. Baker welcomed Mark Letzer, who will be succeeding Burt Kummerow at the Maryland Historical Society as Hall of Records Commission member. Mr. Baker praised Mr. Kummerow for guiding MHS in the creation of outstanding programming, publications and exhibits, and for reaching new audiences throughout Maryland. He also expressed his gratitude for Mr. Kummerow's leadership in fostering collaboration and cooperation with many organizations, including the Maryland State Archives.

The Chair recognized Mr. Kummerow, thanking him for his work on the committee and presenting him with the Calvert Medal in recognition of his many years of service.

Mr. Kummerow noted that there has been a long history of collaboration between the Maryland Historical Society and the Maryland State Archives, first with State Archivist Ed Papenfuse and now continuing with Tim Baker, and that together the two organizations protect over four centuries of Maryland history.

### **Reports & Minutes of Previous Meetings**

**Hall of Records Commission Meeting, December 2, 2014**

[http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000041/pdf/hrc\\_minutes\\_2dec2014.pdf](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000041/pdf/hrc_minutes_2dec2014.pdf)

### **Special Meetings, Advisory Boards & Celebratory Events**

**January 28, 2015:** Presentation by Vicki Lee on "Disaster Recovery: Where I've Been and What I've Learned," hosted by the Maryland State Archives.

**February 16, 2015:** Unveiling of the new exhibit case for George Washington's resignation speech in the rotunda of the State House as part of the Maryland State Senate's annual celebration of Washington's birthday.

**February 18, 2015:** Lecture for St. John's College Board of Visitors and Governors, "Reluctance, Risk, and Reputation: George Washington Decides to Preside." Presented by Harvey Flaumenhaft, former Dean at St. John's College, in the Old House of Delegates Chamber of the State House.

**February 23, 2015:** Mid-Atlantic Regional Archives Conference workshop on "Introduction to Genealogy for the Unsuspecting Archivist," taught by Mary Mannix and hosted by the Maryland State Archives.

**February 25, 2015:** Presentation by Jean Russo on "Finding Nace Butler," hosted by the Maryland State Archives.

**March 18, 2015:** Presentation by Christian Skipper and Corey Lewis on "Imaging and Electronic File Maintenance," hosted by the Maryland State Archives.

**April 22, 2015:** Presentation by V. Joyce Phelps on "Introducing Our New Warehouse," hosted by the Maryland State Archives.

Delegate Rosenberg moved to approve the minutes as drafted and recognize the special meetings of the Commission, seconded by Mr. Kummerow. The motion was unanimously approved.

## **Records Retention & Disposal**

Mr. Baker reported that, since the last Hall of Records Commission meeting, the Maryland State Archives had approved thirty-six retention schedules from state, county and municipal agencies, and that one hundred and thirty-three disposals had been processed. All schedules and disposal certificates are available online in the reports linked below.

### **Retention Schedules:**

[http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000041/pdf/hrc\\_schedules\\_5ma2015.pdf](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000041/pdf/hrc_schedules_5ma2015.pdf)

### **Disposal Certificates:**

[http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000041/pdf/hrc\\_disposals\\_5may2015.pdf](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000041/pdf/hrc_disposals_5may2015.pdf)

Dr. Phillips moved to approve the Records Retention Schedules and Disposal Certificates as presented, seconded by Mr. Kummerow. The motion was unanimously approved.

## **State Archivist's Report**

Mr. Baker reported that the Archives has successfully moved into the new Rolling Run warehouse. Although logistically challenging, hard work by the Archives' staff resulted in the completion of the move by the day after Christmas. This meant that the Archives accrued rent savings by moving out of the other three warehouses ahead of schedule. The Governor included in his budget, and the General Assembly

approved, the Archives' over-the-target request to cover the operating expenses of the warehouse, located on Rolling Run Drive in Woodlawn.

### **Chronology: activities since the last meeting**

[http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000041/pdf/hrc\\_chronology\\_5may2015.pdf](http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000041/pdf/hrc_chronology_5may2015.pdf)

### **Budget**

Mr Baker reported that the Maryland State Archives was subject to across the board budget cuts with another two percent cut anticipated in FY16, and that the Archives has almost no general funds left. Mr. Baker noted that less than half the staff are funded through general funds. The two percent across the board General Fund reduction was allocated to a salary shift from General Funds to Special Funds in the amount of \$42,000. The Archives receives \$30,000 to do criminal background checks, a fraction of what it actually costs to do the checks for the FBI, Department of Public Safety, Prosecutors and the State Police. The Archives also receives \$50,000 for art conservation, so the effects of next year's cuts are not yet known.

### **Joint Chairmen's Report 2014**

Kevin Swanson reported that over the past two or three years the Budget Committee has requested information on records management and space management in general. In 2014, the Senate and House budget committees expressed concern over the current lack of oversight of the records management process and directed immediate specific steps be taken to improve this situation. The resultant Archives / Department of General Services (DGS) report recommends that to reach the long-term goal of electronic creation, maintenance and management of State agency records, Maryland government must adopt and implement a comprehensive information and records management policy that will apply to all State agencies in the Executive, Legislative and Judicial branches and include records in all formats including paper, micrographic, audio-visual and electronic. All applications used to create, manage and store information and records including, but not limited to, official document management systems, databases, geographical information systems (GIS), websites, social media applications, and cloud computing should be subject to the policy. For this initiative to succeed State agencies must implement sound information and records management practices to ensure the creation, maintenance and protection of reliable records, improve agency performance, increase efficiency, and enhance transparency through trusted records that are well-described, stored in known locations and accessible to staff and the public when needed and as appropriate.

The Archives and Department of General Services also developed an introductory records management training module to be made available to all State employees on the *HUB*, the State's new Learning Management System. Mr. Swanson emphasized that this training is sorely needed given the current dearth of records management expertise among State agency staff. By law, every public official is responsible for their records and must possess the basic knowledge needed to be a good custodian of the records created by his or her organization. This new training module will cover basic information that every state employee should know.

## **Commission on Artistic Property**

### **Restoration of the Old Senate Chamber**

Ms. Bachmann reported that the restoration of the Old Senate Chamber was almost complete. The Department of General Services continues to work on the final stages of construction and detailing in the room. Ms. Bachmann commended Senate President Mike Miller for his support of the project through the State House Trust. A Visitor Experience Master Plan has been guiding efforts over the last several years, with the goal of making the State House a window into four centuries of Maryland history. Artistic Property staff have provided orientation in these new interpretive spaces to the tour guide staff of the Department of Legislative Services, as well as tour guides for Watermark, in anticipation of public access.

### **Unveiling of George Washington's Original Resignation Speech In the State House**

Ms. Bachmann reported on her work with the Senate in planning its annual celebration of Washington's Birthday. The 2015 commemoration was a joint celebration with the House of Delegates, and included the unveiling of the permanent display of Washington's resignation speech in the rotunda of the State House on February 16th. The speech, acquired by the Archives in 2007, is displayed in a custom case with environmental and security controls, designed by Caseworks of Baltimore and paid for through donations to the Friends of the Maryland State Archives. Through the efforts of the Friends and Mimi Calver over \$175,000 was raised for the display case, and The Friends thanked the many donors at a reception attended by Governor Larry Hogan. In his remarks, keynote speaker Alan Taylor called Washington's resignation speech, which affirmed the power of civil authority over the military, the fourth most important document in American history following the Declaration of Independence, the Constitution and the Bill of Rights. Ms. Bachmann described the thrill felt by school children and other visitors, who could see Washington's actual handwriting up close and experience a tactile encounter with history. Alan Taylor's keynote address can be found at

[http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000041/pdf/alantaylor\\_remarks.pdf](http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000041/pdf/alantaylor_remarks.pdf)



Dr. Phillips inquired as to how much was spent on the case housing Washington's resignation speech. Mr. Baker stated that the Friends of the Maryland State Archives had raised \$175,000 for the case. The Washington Resigning conservation project cost approximately \$150,000, and was a very expensive project due to the painting's size and the cost of conserving the frame. Mr. Baker noted that this project did not count toward the \$50,000 the Archives had been budgeted for art conservation. Rather, the Archives



worked with project manager Mark Schneidman and the Department of General Services, essentially hiring the conservators whose work was then funded by DGS.

### **Art Conservation**

In the near term the Archives will be conserving plaques and memorials on the State House grounds as part of the continuing work on the Visitor Experience Master Plan. Work will focus on issues concerning the finish on the Roger Brooke Taney and Thurgood Marshall memorials. The Marshall memorial will be refinished to make the lettering at the base visible. Ms. Bachmann explained that lettering such as this is usually polished to make it stand out from the surface around it, however this wasn't done for the Marshall memorial because there was concern that it would create a slippery surface on what is the main pedestrian area around the State House grounds. The APC is working with sculptor Toby Mendez on how best to make that writing stand out while maintaining the safety of the site. Plaques inside the State House will also be conserved.

### **Executive Transition and the Legislative Session**

Ms. Bachmann reported that Artistic Property staff have been engaged in providing curatorial recommendations to Governor Hogan and Lt. Governor Rutherford for the selection of artwork and furnishings in the Executive Offices in the State House, as well as Government House. Historic paintings and prints were selected from the state-owned art collection, as well as loaned by other institutions, (most notably the Maryland Historical Society), for installation in the State House offices. Staff have also worked with Governor and Mrs. Hogan to install their personal collection of artwork in the private areas of Government House and proposed changes and additions to the works of art on display in the public rooms.

Artistic Property staff have also provided recommendations and support to the Secretaries of the Department of Budget and Management and the Department of General Services in selecting and framing images from the state's art collection and the Archives' Special Collections for installation in their offices.

As part of the annual support provided to the General Assembly during the Legislative Session, staff prepared the presentation materials for the Speaker's Society and the Senate's First Citizen Awards, as well as planning the Senate's annual celebration of Washington's Birthday.

### **Maryland Day**

Governor Larry Hogan visited the Archives on Wednesday, March 25 to celebrate Maryland Day with our patrons, volunteers and staff. While here, he took the time to view several significant items from our collections that together represented four centuries of Maryland history. Staff exhibited and presented information on the following documents and artifacts:

- ❖ 1635 *A Relation of the Succesfull Beginning of the Lord Baltemore's Plantation in Mary-land*, (MSA SC 1399-1-526-1),
- ❖ The 1708 Charter of Annapolis (MSA M104-1),

- ❖ A 1777 payroll of Maryland Regulars taken prisoner on Long Island during the Revolution (MSA S997-19-2),
- ❖ An 1818 estate ledger recording the birth of Frederick Douglass (MSA SC 564-1-94), and
- ❖ The ceremonial silver mace from the 1967 Constitutional Convention (MSA S787-1).

After sharing in the history of these unique documents and artifacts the Governor presented Tim Baker with a special Maryland Day Proclamation recognizing the 381st anniversary of Maryland's founding.



*Governor Hogan with Archives patrons, volunteers and staff on Maryland Day*

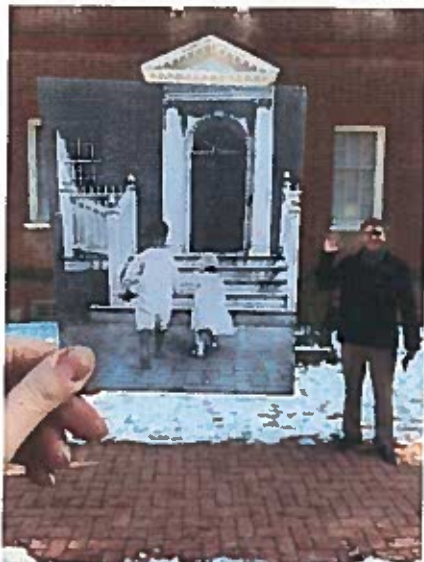
## **Educational Outreach & Research**

Ms. Oland Squires reported that the Archives has had an extremely busy six months, successfully expanding the public's knowledge of what we do and enhancing the Archives' reputation as a warm, friendly and open place in which to do research and to visit. The Archives conducted its own Maryland Day activities, and even though it was a snowy day attendance was more than tripled over what it was last year. The theme for the activities was "Picture Yourself in History," and included a virtual scavenger hunt with roving archivists stationed around Annapolis. They engaged visitors in photo mashup opportunities, creating selfies by juxtaposing historic photographs of Annapolis with the actual physical location as it is today. A selfie opportunity was also provided at the Archives building itself, with visitors posing in period costume in front of the iconic image of Washington resigning his commission. The resultant photos were

then posted in an album on the Archives' social media sites, introducing people who might not normally come to the Archives with the preservation of Maryland's history. The Archives was also honored to win recognition from Four Rivers Heritage Area for "Best Overall Effort" with Maryland Day *Picture Yourself in History* events.



Collections on exhibit for Maryland Day "Picture Yourself in History" display



Sample Photomashup Image



#MDSelfie Opportunity

### Brown Bag Lunch and Learn Series

[http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000041/pdf/lunch\\_learn2015.pdf](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000041/pdf/lunch_learn2015.pdf)

This year the Maryland State Archives began hosting a public programming series called *Brown Bag Lunch and Learn*. Once a month, the Archives holds an informal, free talk in the conference room. Open to the general public, the talks allow Archives' staff members to share different aspects of their jobs and ongoing projects. To date, we have had talks on disaster preparedness, African American history research using our records, digitization, electronic file maintenance, our new warehouse, and using FamilySearch. Each program, held on a Wednesday at noon, has drawn a crowd of approximately 35-40 guests. The primary goals of these programs are to increase our stakeholder base, deepen the community's engagement with the agency and create a better understanding of the myriad of responsibilities and services of the Archives. A secondary mission of the series is to provide an opportunity for staff members to learn from one another by sharing their areas of professional expertise and projects publically. Finally, the *Lunch and Learn*



program allows our talented staff to take center stage, showing off their knowledge in a relaxed, public forum and projecting an agency full of friendly, approachable people.

### **Brick Wall Sessions**

Ms. Oland Squires reported that the Brickwall sessions, so popular at the Family History Festival, have been instituted on a quarterly basis. The first session served 66 patrons, with the sessions filling up in only four days with no advertisement beyond a notice on the Archives' homepage. Feedback from participants was very positive, and over 90% of participants made use of the Search Room after their session for further research. Through these activities we reach people who didn't know they could come to the Archives and get personal, professional assistance with their research projects. Ms. Oland Squires commended the many Archives staff members who volunteered their time and expertise to this program.

### **Teacher Professional Development Workshops**

[http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000041/pdf/war1812\\_workshop\\_flyer.pdf](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000041/pdf/war1812_workshop_flyer.pdf)

Another highlight of the Archives' educational program was the completion of the Star Spangled 200 program. This consisted of two teacher workshops in which Archives staff introduced new document packages on the War of 1812 in Maryland. Participants evaluated the training very positively, particularly the opportunity to go over the primary sources in one-on-one consultation with archival professionals. Ms. Oland Squires reported that she hoped to receive more grant funding to expand on offered topics and assist teachers with interpreting and contextualizing the historical documents.

### **Chesapeake College Environmental History of Slavery Course**

This Spring semester, Archives staff assisted in the development and teaching of an interdisciplinary course with history professor Dr. Michelle Zaks and biologist Dr. Gregory Fawley. The course used primary source documents from the Archives and the Legacy of Slavery program database to study the impact of slave labor on the environment of Maryland's Eastern Shore. Students examined the biographical history of enslaved individuals, including patterns of population and movement, as well as changes in the land that occurred over time. They also looked at how slaves who were considering running away might have viewed the contemporary landscape. As the class concludes, students' final projects will be shared with the Archives. Our staff is seeking ways in which this course might be linked with the [Landscapes of Slavery](#) class that they co-developed with University of Maryland Baltimore County and Dr. Denise Meringolo. We are looking into the potential for applying to the National Endowment for the Humanities for a collaborative grant to support the effort.

### **2015 National Parks Service Network to Freedom Conference**

<http://www.nps.gov/subjects/ugrr/annual-conference.htm>

We are pleased to announce that the entire staff of the [Legacy of Slavery Program](#) has been invited to present a full session at the National Parks Service Network to Freedom Conference, at a date yet to be determined. The session will be titled "*Freedom Seekers by the Numbers: A Data-Based Profile of Maryland*" and will demonstrate the broad patterns and unique stories that have emerged from fifteen years of data gathering concerning slavery in Maryland. The moderated discussion will use these figures to illustrate the profiles and methods of freedom seekers throughout antebellum Maryland.



Over the life of this project, staff have used the resources at the Archives to compile the [\*Beneath the Underground Database\*](#), a unique and constantly growing research tool. The database includes over 12,000 entries culled from runaway slave advertisements in Maryland newspapers. This presentation will focus on five counties that are representative of different regions, including the Eastern Shore (Dorchester County), Central Maryland (Prince George's County), Southern Maryland (St. Mary's County), Western Maryland (Washington County) and Baltimore City. The presenters will discuss the distinct patterns that emerge in these areas during the antebellum period from 1830 to 1860, focusing particularly on the age and gender of freedom seekers, methods of escape, and destinations where slaves sought freedom. The varying conditions of slavery in the state of Maryland, based on geography, society, and economics across counties and through time in the first half of the nineteenth century, led to differences in the resistance to slavery. The moderated discussion will delve into these variables and examine what insights the database's collection of runaway advertisements can offer as to the differing profiles of freedom seekers in the five identified regions.

To supplement this analysis, the Legacy of Slavery in Maryland project staff will highlight a number of biographical case studies. The mission of the project's research is to dig deeper into the lives of the individuals named in runaway advertisements, using the resources at the Maryland State Archives to construct biographical case studies. These examples will illustrate the larger identified patterns and make the statistical analysis more personal. Finally, the presenters will discuss the lessons for long-term projects that arose from difficulties in data recording and flaws in the database system.

#### **Land Office**

<http://msa.maryland.gov/msa/mdmanual/25ind/html/05arcf.html#land>

The Department of Natural Resources has reported that their acquisition staff is working on a new Certificate of Reservation request for Garrett County land. When complete, this request will be submitted to the Archives' Land Office for review, processing and decision.

#### **Maryland 400**

<https://msamaryland400.wordpress.com/>

The Archives staff gratefully received a generous \$10,000 outright grant from the Maryland Society of the Sons of the American Revolution. This funding has allowed the Archives to hire Research Fellow Sean Baker, who will continue the Maryland 400 project under the direction of Archivist Owen Lourie from January through June 2015. *Finding the Maryland 400* began in the Spring of 2013 as a collaboration between the Maryland State Archives, Gen. James Adkins, Adjutant General of Maryland, the Maryland Military Department, and the Moss Family Foundation. Washington College has also funded student interns whose work has been critical to the project's progress. Through the SAR's generosity, the Archives has been able to further a project that consolidates and unifies new and existing research on the Maryland 400, focusing on compiling and publishing the biographies of the men who made their famous stand in 1776. To keep this project active into Fiscal Year 2016, the Archives is seeking an additional \$30,000 in support from the SAR and is also submitting a proposal for a Daughters of the American Revolution Special Projects Grant. Staff will give a talk about the status of the Maryland 400 project at noon on Wednesday, June 10th, as part of our *Brown Bag Lunch and Learn* series.

## **Cecil County Register of Wills Seal**

The Archives' staff recently collaborated with Cecil County Register of Wills Michael Dawson on the history of seals used by the register's office and the orphan's court. Staff were able to provide an overview of past seals used by these offices between 1799 and 1850 for review by Mr. Dawson. The Archives provided scans of the seals taken from primary documents, and the register's office is using the historic images to have a new seal created.

## **Maryland Green Registry**

The Archives has been recognized as a new member of the Maryland Green Registry as both a preferred Business and a Travel Attraction. Archives staff members Megan Craynon and Emily Oland Squires created an Environmental Policy Statement for the Archives and identified ways in which the Archives could further demonstrate and expand its environmental stewardship, such as waste reduction and reuse, energy efficiency, recycling, and environmentally friendly purchasing practices. The Archives is pleased to be part of this important initiative.

[http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000041/pdf/green\\_registry\\_5may2015.pdf](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000041/pdf/green_registry_5may2015.pdf)

The Archives was awarded a grant by the Coca-Cola Foundation, in cooperation with Keep America Beautiful, for ten permanent recycling bins, to be strategically placed throughout the building.

[http://www.kab.org/site/PageServer?pagename=media\\_pressreleases\\_4\\_29\\_15](http://www.kab.org/site/PageServer?pagename=media_pressreleases_4_29_15)

## **Reference Services**

Mr. Baker addressed the importance of public programming, which goes hand-in-hand with the importance of excellent public service in assisting patrons with their research and document needs. The Archives' aspirational goal has always been to respond to file-pull requests from the court in one day, and he encourages staff to apply this goal to service to the general public.

Mr. McCormick, Head of the Reference Department, praised Mr. Baker for establishing new goals for the agency, especially for its public service function, during his tenure as Acting State Archivist. He stated that, while recognizing that scholarly research is an important activity, and one that the agency supports and promotes, Mr. Baker believes that the nature of the collections, and the critical legal and administrative documentation it contains, means that the Archives needs to respond promptly and efficiently to requests made by the Maryland citizenry, the legal community, and other state and federal agencies. Aspirationally, that means the Archives now intends to respond to requests from Maryland state agencies in one day, and all other requests in two and Mr. Baker has directed that employees responsible for these functions work toward these goals and has empowered them to achieve them.

Mr. McCormick stated that the Archives intends this level of service to be its hallmark going forward. While we will continue to protect and preserve the documents in our care and will not use measures that threaten their physical, intellectual and legal integrity, we will work continually to make the Archives a model for the provision of public service among Maryland state agencies.

## **Baltimore City Archives**

Under memorandums of understanding with the City of Baltimore dating from 2009 and 2010, the State Archives has supported the administration of the Baltimore City Archives and staff assigned to the facility beginning in July 2010. A new agreement took effect June 30, 2013 and extends our presence there until July 1, 2018. Goals for the City Archives were, and still remain, to enhance public accessibility to the archival holdings, expand the Baltimore City records program and educate the records managers of City departments.

The first quarter of 2015 witnessed a continued expansion of the records program through five departmental or site visits and the drafting of 15 new retention schedules. In addition, transfers were made to the City Archives of some 660 cubic feet of record material. This figure includes the incorporation of the Mount Clare Archaeological Collection, per the wish of Mayor Stephanie Rawlings-Blake, under the curatorship of the Baltimore City Commission For Historical & Architectural Preservation (CHAP). Record management presentations, similar to ones held last year, are being planned for later this year.

Processing initiatives focused upon the preliminary appraisal and description of the papers of Mayor Kurt L. Schmoke (1987-1999). The fifteen year restriction on public access to mayoral papers, as set forth by retention schedule, expired in 2014. Seventy-one boxes of correspondence and departmental reports have been described and barcoded. Online description of the Olmsted Drawings (BMS 42) from the Department of Recreation and Parks, featuring links to the digitized files, is almost completed. Work on the cataloging of random special collections of the Maryland State Archives continues as well. Our social media presence has expanded as we continue to feature images from the BCA holdings on our Facebook page. Our "friends" have grown 55% from January through March through bi-weekly postings.

## **Digital Image Acquisition and Preservation**

The Archives is engaged in a long-term, cooperative project with the County Registers of Wills in partnership with FamilySearch to process, index, and digitize all pre-1940 probate records in the possession of the Archives. FamilySearch is famed for digitizing genealogically important records all over the world, but this Maryland project is unique in several ways. The scope of the project is immense, involving the digitization of more than 10,000,000 pages and the indexing of these materials at the document level. For the first time in FamilySearch experience, the indexing of these materials by a large team of volunteers is taking place on-site at the Archives prior to scanning. This multi-year project will result in unequalled online access to these invaluable collections. This project will be examined carefully to see if it might serve as a model for processing, indexing, and digitizing other archival collections.

## **Recent Gifts, Deposits, & Acquisitions**

### **Report on records received since last Hall of Records Commission Meeting:**

[http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000041/pdf/record\\_transfers\\_5may2015.pdf](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000041/pdf/record_transfers_5may2015.pdf)

### **Special Collections**

[http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000041/pdf/speccol\\_5may2015.pdf](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000041/pdf/speccol_5may2015.pdf)



**Real / Personal Property** - Mr. Baker thanked Mimi Calver and the Friends of the Maryland State Archives for their efforts in raising \$175,000 for the display case to house the Washington resignation speech. He then thanked the following donors: Captain John Questers Local Chapter; The Sons of the American Revolution, both the local chapter and the national organization; Willard Hackerman; The Middendorf Foundation; William Reese; The Dorothy L. and Henry A. Rosenberg Foundation; and the Society of the Cincinnati.

***Proposed Action by the Commission: resolution of appreciation for all recent gifts.***

Mr. Kummerow moved to approve the resolution and was seconded by Dr. Phillips. The action was unanimously approved.

## **Forthcoming Special Meetings of the Commission & Events of Interest**

Mr. Baker invited all Commission members to attend special meetings and events, and encouraged them to share the opportunities with staff, friends and family.

**June 10, 2015:** Owen Lourie and Research Fellow Sean Baker will give a presentation on the status of the Maryland 400 project at the Archives' popular *Brown Bag Lunch and Learn* lecture series.

**November 7, 2015:** The Second Annual Maryland State Archives Family History Festival will provide lectures, workshops, information booths and activities to the community.

## **Old Business**

There was no old business.

## **New Business**

Dr. Phillips, designated representative for Dr. Wilson, president of Morgan State University, requested the inclusion of a new item of business into the agenda. He asked that the Commission have a conversation concerning possible positive responses to the recent riots in Baltimore City. President Wilson had requested that he outline three possible responses that might address the events in a meaningful way:

- That the Maryland State Archives might arrange for one or more workshops on the legacy of the civil rights movement in Maryland and in Baltimore, to be presented to senior high school students in areas affected by the rioting.
- That qualified African American college students from historically Black colleges such as Morgan, Bowie, Coppin and University of Maryland, Eastern Shore might be offered summer internships at the Archives.
- That the Archives might reach out in a consultative capacity to these historically Black colleges to assist their archives and libraries, which often were in need of professional guidance and advice.

Chair Barbera called for responses from the HRC members.

Delegate Rosenberg noted that Justice Thurgood Marshall graduated from Frederick Douglass High School, some of whose students had been involved in the riots.

Senator Miller noted that the third proposal should be viewed as a given as the Hall of Records Commission was a state body and the four colleges named were state schools. Proposals one and two were doable depending on resources. He suggested that the Archives might work with the Maryland Historical Society, which had already started to collect photographs of the events surrounding the Baltimore riots.

Mr. Kummerow stated that the Historical Society was currently working with local schools such as Mt. Royal Elementary and Middle School, and would be happy to work with the Archives, possibly in the capacity of collection area.

Mr. Steele expressed his support for the idea that the Archives might play a role in coordinating and convening a meeting of cultural repositories in the Baltimore area. At issue was whether the Archives was resourced to do all of this, though the Archives' reputation in the state was such that it might convene a meeting of colleges and local organizations to discuss how best to coordinate the documentation of this moment in Baltimore City history.

Mr. Baker stated that he would be meeting with Mr. Kummerow on research issues and that Dr. Wilson's three proposals would be added to the agenda.

Dr. Phillips asked that the date for the next HRC meeting be made available as soon as possible to allow Dr. Wilson to attend. Dr. Phillips then announced that he was retiring after 36 years and that the next meeting of the Commission would be his last. Chair Barbera expressed her gratitude for the 21 years of service Dr. Phillips has given to the Hall of Records Commission.

Senator Miller recommended that the Chair write a letter to Dr. Wilson thanking him for his recommendations and recognizing Dr. Phillips' contributions to the Commission.

Chair Barbera thanked Dr. Phillips for opening the conversation and promised to write to Dr. Wilson concerning his proposals to the Commission.

**Next meeting** - Upon the call of the Chair.

**Executive Session** Archives staff excused at 1:03 pm for Executive Session

**Adjournment** Adjournment at 1:33 pm

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Approved by the Hall of Records Commission,



Honorable Mary Ellen Barbera, Chairman

12/16/15

Date



Timothy D. Baker, Secretary

12-16-15

Date

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Mr. Timothy D. Baker

State Archivist and Commissioner of Land Patents

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